

Job Application Pack

DEPUTY HEADTEACHER

Holy Family RC Primary School, Oldham

EMMAUS
CATHOLIC ACADEMY TRUST

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Welcome from the Emmaus Catholic Academy Trust (Diocese of Salford)

We would like to take this opportunity to thank you for your interest in the advertised Deputy Headteacher role at Holy Family RC Primary School, Oldham. Emmaus CAT (Diocese of Salford) is a growing Catholic Academy Trust with a footprint covering Manchester, Oldham, Stockport, Tameside and Trafford.

We believe that the Deputy Headteacher role at Holy Family RC Primary School will contribute significantly to the strategic direction of the school over the coming months and years, and we are excited for the future of the Emmaus Catholic family of schools.

Emmaus Catholic Academy Trust is one of three Catholic Academy Trusts serving the Diocese of Salford. The Diocese of Salford provides Catholic Academy Trusts, schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society.

Working with the Central Executive Team and the Local Governing Body at Holy Family RC Primary School, we are very much looking forward to recruiting an effective Deputy Headteacher. The successfully appointed Deputy Headteacher will join the school's leadership team, working with our central education and safeguarding teams and the local communities, ensuring that pupils get the very best Catholic formation and education for years to come.

Emmaus CAT is an integral part of The Right Rev John Arnold, Bishop of Salford's vision for the Diocese of Salford to 'Rebuild the Church, fit for future generations'. Our team looks forward to working collaboratively with the successful candidate, providing a wide range of support and training to strengthen the school.

Catherine Anderson
Chair of Directors

Daniel Copley
CSEL/CEO





HOLY FAMILY R.C. PRIMARY SCHOOL
We live, learn and love in His way

EMMAUS Catholic Academy Trust
2nd Floor, Crossgate House, 47-55 Cross Street, Sale, M33 7RR
0161 470 5114
CSEL/CEO - Daniel Copley - ceo@emmauscat.com
Chair of Directors - Catherine Anderson - chair@emmauscat.com

Company No. 12206105

Emmaus Catholic Academy Trust, an educational constellation.

MISSION

The Diocese provides schools and colleges for the following reasons:

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- To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
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- To be of service to society

VISION

We enable our schools to provide great Catholic education across Greater Manchester.

As one Catholic Academy Trust we will work collegially to ensure that children get the very best Catholic education and faith formation.

STRATEGY

Strategic Focus 1
Mission. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be strong in faith.

Strategic Focus 2
Quality of Education. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and serve society.

Strategic Focus 3
Academy Improvement. To build strong and sustainable infrastructure, making effect use of resources, enabling the Emmaus CAT school communities to serve society.

The Emmaus Catholic Academy Trust Prayer

Meet us, Lord, on the road to Emmaus,
Guide us on the path toward our destination,
and renew our strength as we continue to walk and commune with you.
Open our eyes, so we see the signs of your presence around us;
open our hearts, so we may receive your peace
and love; and empower us to pass on to others
the grace you have shared with us so freely.
Amen.



DEPUTY HEAD TEACHER

Holy Family RC Primary School,
Lime Green Road, Oldham OL8 3NG

Start Date: 5th April

Salary: Leadership L8-12

Actual Salary: £61,534 – £67,898



The Directors of Emmaus CAT, Holy Family Local Governing Body and the Diocese of Salford wish to appoint an exceptional leader, a dynamic and inspirational practising Catholic to support their Headteacher with taking the school forward.

Could this be you?

If it was you, you would:

- Be a practising Catholic, with a strong faith and commitment to the Catholic ethos of the school and its community
- Be aspirational in your approach to the quality of teaching and learning and of the achievement and wellbeing of every child
- Be a role model who inspires and motivates others through their commitment, enthusiasm and dedication to raising standards
- Be a highly effective leader who can manage and organise the personnel, financial and professional needs of the school's resources and staff
- Be an experienced leader with the interpersonal skills to develop strong working relationships with staff, children, parents, parish and governors
- Be a skilled communicator who can share and develop their vision of what makes a good school with the school's shareholders

If so, we can offer you:

- Wonderful children who love school with very supportive parents
- Caring, dedicated and hardworking staff, who welcome new ideas
- An attractive, stimulating and safe environment
- Exceptional links with the Diocese, Emmaus Catholic Academy Trust and other local Catholic schools
- Commitment to your own personal development
- The opportunity to work within a growing Catholic Academy Trust

Holy Family RC Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is subject to enhanced DBS clearance.

To arrange a visit to the school, please contact Leanne Ordano our school business manager to arrange a mutually convenient date and time via; leanne.ordano@holyfamilyrcps.co.uk / 0161 770 2400

Alternatively, and for an informal discussion about the role please contact: Samantha Needle, Head Teacher at Samantha.needle@holyfamilyrcps.co.uk

Closing date: Wednesday 6th January 2027 at 4pm

To request a pack/application form please email Leanne.ordano@holyfamilyrcps.co.uk

Interviews will take place: Week beginning- 18th January 2027

Welcome to Holy Family RC Primary School

Dear Applicant,

Thank you for your interest in the position of Deputy Headteacher at Holy Family RC Primary School. I am delighted that you are considering joining our school community and hope that this information gives you a sense of who we are, what makes our school special and the exciting opportunity this role offers.

Holy Family is a welcoming, caring and inclusive Catholic primary school situated in Limehurst Village, Oldham. We are a one-form-entry school with approximately 200 children, including our Nursery. We are proud to be part of the Emmaus Catholic Academy Trust and our school mission, '*We live, learn and love in His way*', is at the heart of everything we do.

Our children are wonderful. They come from a rich variety of backgrounds, cultures and faiths, bringing their own experiences, personalities and talents to our school. Many of our families face challenges and we recognise the important role that school plays, not only in providing an excellent education but also in offering care, stability and support. We work hard to ensure that every child feels safe, valued and included, regardless of their starting point or individual needs.

We are fortunate to have a committed and hardworking staff team who genuinely care about our children and one another. Relationships are important to us and we strive to create a school where kindness, respect and our Catholic values can be seen in the way we treat each other every day.

As a school, we have much to celebrate but we also recognise that there is more work to do. We are ambitious for our children and are committed to continuing to improve the quality of teaching and learning, strengthening our curriculum and ensuring that all pupils, particularly those with additional needs or facing disadvantage, have every opportunity to succeed.

We are now looking for a Deputy Headteacher who shares these ambitions and will work alongside me and our SLT team nto help shape the next chapter of Holy Family's journey. This is an exciting opportunity for someone who is passionate about primary education, committed to inclusion and ready to make a real difference. As our Deputy Headteacher will also undertake the role of SENDCO, we are particularly keen to appoint someone who believes strongly that every child deserves the very best opportunities to learn, develop and flourish.

Above all, I am looking for someone who genuinely cares about children, enjoys working as part of a team and will bring enthusiasm, warmth and a commitment to making our school the very best it can be.

I would warmly encourage you to visit Holy Family before applying. There is no better way to understand our school than to meet our children and staff and experience our community for yourself.

Thank you once again for your interest. I look forward to receiving your application.

Mrs Samantha Needle

Headteacher
Holy Family RC Primary School



Deputy Headteacher Job Description

Holy Family RC Primary School, Oldham

Introduction

The Academy is a designated Catholic school. The Directors are accountable to the Ordinary of the diocese, or a Vicar or delegate where that is determined, to ensure that the Academy is conducted as a Catholic school in accordance with Canon law and the teachings of the Catholic Church so that, at all times, the Academy may serve as a witness to the Catholic faith in Our Lord Jesus Christ.

Therefore, this post requires a practising Catholic who can show by example and from experience, that they will ensure that the school is distinctively Catholic in all its aspects.

This appointment is made by the board of directors of the Emmaus Catholic Academy Trust under the terms of the Catholic Education Service (CES) contract. It is subject to the conditions of service for Deputy Headteachers contained in the current School Teachers' Pay and Conditions document as well as other current education and employment legislation and statutory guidance.

The Academy Trust is committed to safeguarding and promoting the welfare of children and young people. The deputy Headteacher must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection. Appointment is conditional upon receipt of satisfactory Disclosure and Barring Service (DBS) checks in relation to criminal and child protection matters.

Accountable to: The Headteacher.

The Deputy Headteacher will:

- Undertake the normal responsibilities of the class teacher;
- Be a member of the senior management team;
- Assist the Headteacher in managing the school;
- Support and represent the Headteacher at meetings as and when required;
- Undertake such duties as are delegated by the Headteacher;
- Lead and manage Special Educational Needs and Disabilities (SEND) provision across the school, undertaking the responsibilities of the SENDCO
- Play a major role, under the overall direction of the Headteacher in formulating and reviewing the Mission Statement, Development Plan, overall aims and objectives of the school by helping establish the policies through which they shall be achieved, managing staff and resources to that end and monitoring progress towards their achievement;

If the Headteacher is absent from the school, the deputy Headteacher must undertake such duties of the Headteacher as the Headteacher or the Academy Trust shall require.

MAIN TASKS:

The specific nature and balance of these responsibilities may vary from time to time and, particularly in a large school, be distributed amongst other holders of the post of deputy or assistant Headteacher.

1. Class teacher responsibilities

1.1 To carry out the duties of a schoolteacher as set out in the current School Teachers' Pay and Conditions Document.
1.2 To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including the provision of cover for absent teachers.
1.3 If required, to be responsible for a specific class or age group of children to be decided on appointment.

2. The internal organisation, management and control of the school

2.1 To have specific responsibilities to be agreed upon appointment.
2.2 To contribute to:

- Fulfilling the school's Mission Statement
- Maintaining and developing the Catholic ethos, values and overall purposes of the school
- Formulating the aims and objectives of the school and policies for their implementation
- A development plan which will translate school aims and policies into actions
- Monitoring and evaluating the performance of the school and its achievements as a Catholic school
- Implementing the Governing Board's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
- The efficient organisation, management and supervision of school routines

3. Curriculum Development

3.1 To contribute to:

- The development, organisation and implementation of the school's curriculum
- School policies on curriculum, teaching and learning styles, assessment, recording and reporting
- Ensuring that the learning and teaching provided by different departments and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals, including these with special educational needs
- Ensuring that the Diocesan policy on Religious Education is fulfilled
- Ensuring arrangements for the daily act of collective worship and the spiritual life of the school
- Providing a curriculum for the spiritual, moral, social and cultural development of all pupils in line with the distinctive Catholic nature, purpose and aims of the school
- Providing high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church
- Ensuring that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governors in their future management of the school

4. Special Educational Needs and Disabilities (SEND)

- To undertake the role and statutory responsibilities of the school's Special Educational Needs and Disabilities Coordinator (SENDCO).
- To lead, manage and evaluate the school's SEND provision, ensuring that pupils with additional needs receive high-quality teaching and appropriate support.
- To work collaboratively with staff, parents, external agencies and the Local Authority to ensure that the needs of pupils with SEND are identified, assessed and met effectively.
- Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided
- The promotion of extra-curricular activities in accordance with the educational aims and Catholic ethos of the school

5. Pupil care

5.1 To contribute to:

- The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance in accordance with the teachings and doctrines of the Catholic Church
- The effective induction of pupils
- The determination of appropriate pupil groupings
- The promotion among pupils of standards of conduct/discipline and a proper regard for authority, the encouragement of good behaviour and commitment to the common good
- The development among pupils of self-discipline
- The handling of individual disciplinary cases

5.2 Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers to improve academic and social outcomes for all pupils.

5.3 Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.

6. The management of staff

6.1 To participate in the selection and deployment of teaching and non-teaching staff of the school

6.2 To contribute to good management practice by ensuring positive staff participation, effective communication and procedures

6.3 To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers in school

6.4 To implement and develop staff development policies appropriate to the Catholic nature of the school in relation to:

- The induction of new and newly qualified teachers and other staff
- The provision of professional advice and support and the identification of training needs
- Students under training/work experience

6.5 To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or Boards.

6.6 To maintain good relationships with individuals, groups and staff union and associations.







7. The management of resources

7.1 To contribute to the formulation of the school's policies and procedure concerning resource management in accordance with the school's Mission Statement.

7.2 To allocate, control and account for those financial and material resources of the school which are delegated by the Headteacher.

7.3 To promote an attractive environment which stimulates learning, enhances the appearance of the school and expresses its Catholic identity.

7.4 To contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety.

7.5 To maintain effective working relationships with external agencies and services contracted to the school and the Catholic Multi Academy Trust.

8. Relationships

8.1 To advise and assist the Local Governing Board and Academy Trust as required in the exercising of its functions including attending meetings and making reports.

8.2 To assist liaison and co-operation with Diocesan and Emmaus Catholic Academy Trust support services.

8.3 To help in maintaining and developing effective communications and with parents, as the prime educators, and to provide positive responses to concerns and problems regarding their children's education.

8.4 To assist liaison with other educational establishments, especially other Catholic institutions, in order to promote the continuity of learning, progression of achievement and curriculum development.

8.5 To assist liaison with other professional bodies, agencies and services.

8.6 To develop and maintain positive links and relationships with the parish community, local organisations and employers:

- To promote a positive image of the school
- To ensure that the school plays a constructive role in the life of the parish and community and that its curriculum draws on the nature and resources of that community

8.7 Create outward - facing schools which work with other schools, organisations and the local community – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to deputy Headteacher



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Holy Family Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The applicant will be required to safeguard and promote the welfare of children and young people

Source Key:

A = Application Form || I = Interview || R = References || CC = Checking Certificates
Note: Candidates failing to meet any of the essential criteria will automatically be excluded

[A] Faith Commitment

	Essential	Desirable	Source
Practising Catholic	**E**		A/I/R
Involvement in parish community		**D**	A/I/R

To be able to demonstrate their knowledge and understanding of the following in the context of a Catholic school.

	Essential	Desirable	Source
Leading school worship		**D**	A/I
Ways of developing religious education and worship	**E**		A/I
A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Catholic ethos of the school.	**E**		A/I
How relationships should be fostered and developed between the school, parish and its community and Diocese of Salford	**E**		A/I

[B] Qualifications

	Essential	Desirable	Source
Qualified teacher status	**E**		A/CC
Degree	**E**		A/CC
CCRS/CTC or commitment to obtaining the certificate	**E**		A/CC/I

[C] Professional Development

	Essential	Desirable	Source
Evidence of appropriate professional development for the role of deputy headteacher		**D**	A
Evidence of recent leadership and management professional development	**E**		A
Has successfully undertaken appropriate safeguarding training and knowledge of legislation for the protection of young people	**E**		A/I/CC
Has successfully undertaken Designated Safeguarding Lead training		**D**	A/I/CC
Has completed the Catholic Leadership Programme or has a commitment to do so	**E**		A/I/CC
Has completed the Catholic Middle Leadership Programme or has a commitment to do so	**E**		A/I/CC
Evidence of relevant professional development in SEND, inclusion and adaptive teaching.	**E**		

[D} School leadership and management experience

	Essential	Desirable	Source
To have substantial and current experience as a senior leader in a primary school	**E**		A/I/R
To have had active and effective leadership of a team/department/key stage/curriculum area	**E**		A/I/
To have taken an active involvement in school self-evaluation and development of a relevant and effective curriculum	**E**		A/I/R
To have involvement in or understanding of financial management in a school		**D**	A/I/R
To have implemented and developed a whole school initiative	**E**		
To have had responsibility for policy development and implementation	**E**		A/I/R
To have had experience of and ability to contribute to staff development across the primary range (eg coaching, mentoring, INSET for staff)	**E**		A/I/R
Work positively with parents and carers	**E**		A/I/R
To demonstrate an awareness of current national education policy	**E**		A/I/R
Experience of leading or contributing to the development of SEND provision and inclusive practice within a primary school.		**D**	
Ability to lead and manage SEND provision, working effectively with staff, families and external professionals to secure positive outcomes for pupils.		**D**	

[E] Experience and knowledge of teaching

	Essential	Desirable	Source
Successful teaching of pupils/students in the primary phase	**E**		A/I/R
Experience of teaching in a school in similar circumstances/serving a similar community		**D**	A/I/R
Significant teaching experience and proven excellence in teaching pupils within the primary phase	**E**		A/I/R
To have a knowledge and understanding of all key stages in the primary phase	**E**		A/I/R
Secure understanding of assessment strategies, data analysis and the use of assessment to maximise achievement	**E**		A/I/R
To be able to exemplify how the needs of all pupils have been met through high-quality teaching	**E**		A/I/R

[F] Professional Attributes

	Essential	Desirable	Source
Be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at the school and how these could be met	**E**		A/I/R
Be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies	**E**		A/I/R
To have excellent written and oral communication skills (which will be assessed at all stages of the process)	**E**		A/I
To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice	**E**		A/I/R
Show a good commitment to sustained attendance at work	**E**		A/I/R

[G] Professional Skills

Applicants must be able to demonstrate that they meet the Teachers' Standards (England) which are set out in detail in the current School Teachers' Pay and Conditions Document. The deputy Headteacher must be exemplary and be able to:

- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Plan and teach well-structured lessons
- Adapt teaching to respond to the strengths and needs of all pupils
- Make accurate and productive use of assessment
- Manage behaviour effectively
- Fulfil wider professional responsibilities

[H] Personal Qualities

All of the following are considered essential for the post and will be assessed <u>through interview and reference</u>:

- Continue to promote the school's strong educational philosophy and values
- Inspire, challenge, motivate and empower teams and individuals to achieve high goals
- Inspire trust in the school community
- Communicate clearly and effectively both orally and in written English
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people
- Build and maintain quality relationships through interpersonal skills and effective communication
- Demonstrate personal and professional integrity, including modelling values and vision
- Manage and resolve conflict
- Prioritise, plan and organise themselves and others
- Think analytically and creatively and demonstrate initiative in solving problems
- Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others
- Demonstrate a capacity for sustained hard work with energy and vigour

[I] Confidential References and Reports

A positive and supportive faith reference from a priest where the applicant regularly worships.	**E**
Positive recommendation from all referees, including current employer.	**E**
A supportive reference from the Local Authority, if possible, or a further supportive professional reference	**E**

The governors reserve the right in exceptional cases to seek additional references from other former employees where this seems appropriate.

[J] Application Form and Supporting Statement The form must be fully completed. The supporting statement should be clear, concise and related to the specific post, following the guidance outlined in section G above. The CESEW Leadership Application Form must be fully completed. The supporting statement should not exceed 1300 words in length, be clear, concise and related to the post and setting applied for. AI programmes may be used for grammar and spelling checks but not for content creation.

HOW TO APPLY



EMMAUS
CATHOLIC ACADEMY TRUST

HOLY FAMILY R.C. PRIMARY SCHOOL
We live, learn and love in His way

Holy Family RC Primary School,
Lime Green Road,
Oldham
OL8 3NG

DIOCESE OF SALFORD

Applications need to be made using the CES application form, available from the Holy Family RC Primary School.

Closing date:
4pm on **Wednesday 6th January 2027**

Shortlisting will take place on the week beginning **Tuesday 12th January 2027** and successful candidates will be informed in due course.

Interviews will take place: **Tuesday 19th January 2027.**

Please return completed application forms and supporting documents to:
recruitment@emmauscat.com